



Revision Number 4
Revision Date: April 30, 2020



User Job Aid: Create New Non-VA VHA User Record

Purpose

The purpose of this job aid is to guide users through the step-by-step process of creating a new non-VA user record. This job aid shows you how to complete a request for a TMS 2.0 User account utilizing the VHA sponsored menu.

Note: This job aid is to assist non-VA users of TMS 2.0 only! If you are a VA employee, you must contact your local organization to gain access to TMS 2.0.

In this job aid, you will learn to:

1. Create New Non-VA VHA User Record
2. Complete Required Training



Create New Non-VA User Record

1. Access the VA TMS login page at [https://www.tms.va.gov/ SecureAuth35/](https://www.tms.va.gov/SecureAuth35/).
2. From the login page, select the **Create New Non-Employee User** link.



https://www.tms.va.gov/SecureAuth35/ 1

VA TMS 2.0

U.S. Department of Veterans Affairs TMS 2.0

VA TMS 2.0

Please enter your username below:

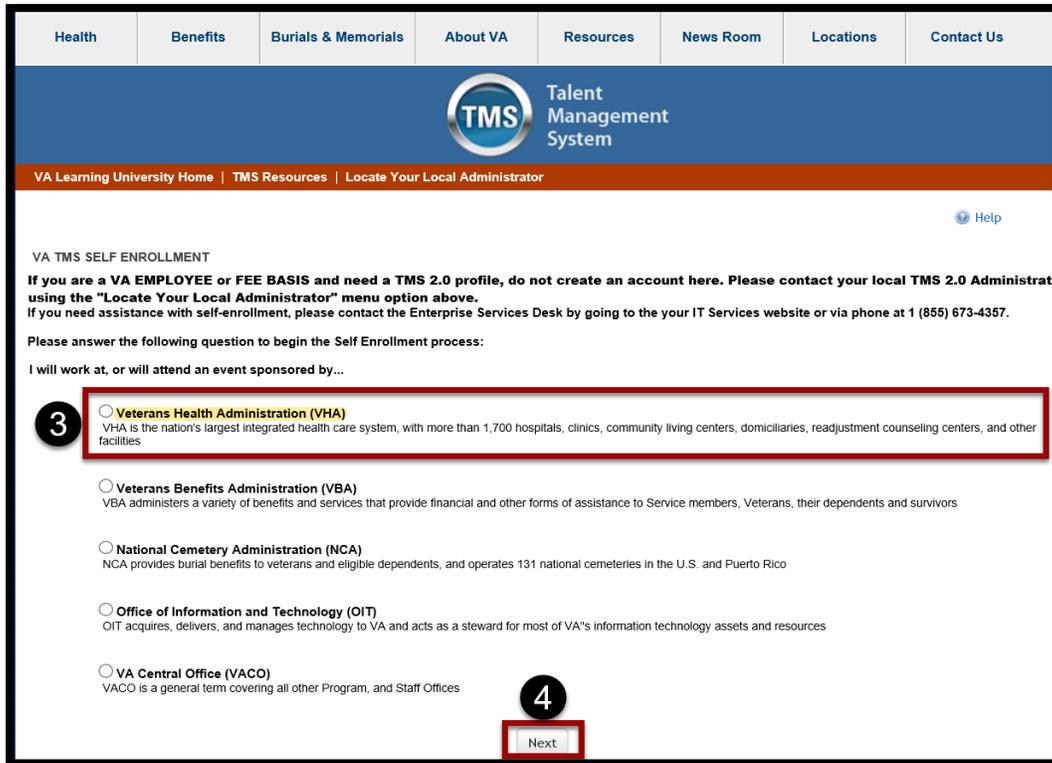
Enter Username here

Submit

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Password Login for New Staff Forgot Username Create New Non-Employee User

3. On the VA TMS Self Enrollment page, select the **Veterans Health Administration (VHA)** option.
4. Select **Next**.



The screenshot shows the VA TMS Self Enrollment page. At the top, there is a navigation bar with links: Health, Benefits, Burials & Memorials, About VA, Resources, News Room, Locations, and Contact Us. Below this is the TMS 2.0 logo and the text "Talent Management System". A secondary navigation bar contains "VA Learning University Home", "TMS Resources", and "Locate Your Local Administrator". A "Help" link is visible in the top right corner.

The main content area is titled "VA TMS SELF ENROLLMENT". It contains the following text:

If you are a VA EMPLOYEE or FEE BASIS and need a TMS 2.0 profile, do not create an account here. Please contact your local TMS 2.0 Administrator using the "Locate Your Local Administrator" menu option above.
If you need assistance with self-enrollment, please contact the Enterprise Services Desk by going to the your IT Services website or via phone at 1 (855) 673-4357.

Please answer the following question to begin the Self Enrollment process:

I will work at, or will attend an event sponsored by...

3 **Veterans Health Administration (VHA)**
VHA is the nation's largest integrated health care system, with more than 1,700 hospitals, clinics, community living centers, domiciliaries, readjustment counseling centers, and other facilities

Veterans Benefits Administration (VBA)
VBA administers a variety of benefits and services that provide financial and other forms of assistance to Service members, Veterans, their dependents and survivors

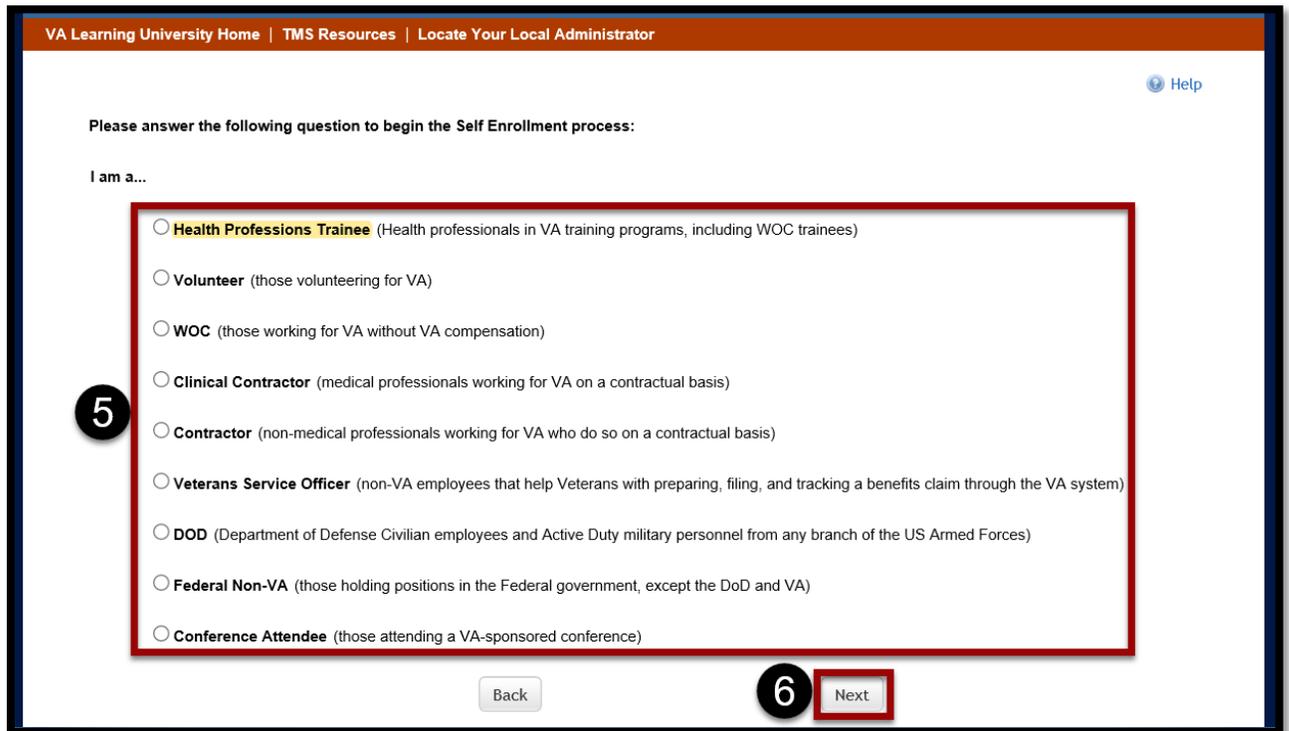
National Cemetery Administration (NCA)
NCA provides burial benefits to veterans and eligible dependents, and operates 131 national cemeteries in the U.S. and Puerto Rico

Office of Information and Technology (OIT)
OIT acquires, delivers, and manages technology to VA and acts as a steward for most of VA's information technology assets and resources

VA Central Office (VACO)
VACO is a general term covering all other Program, and Staff Offices

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5. On the second VA TMS Self Enrollment page, select the appropriate **Employment Type**.
6. Select **Next**. If you have entered the wrong sponsor, select **Back**.



VA Learning University Home | TMS Resources | Locate Your Local Administrator

Help

Please answer the following question to begin the Self Enrollment process:

I am a...

5

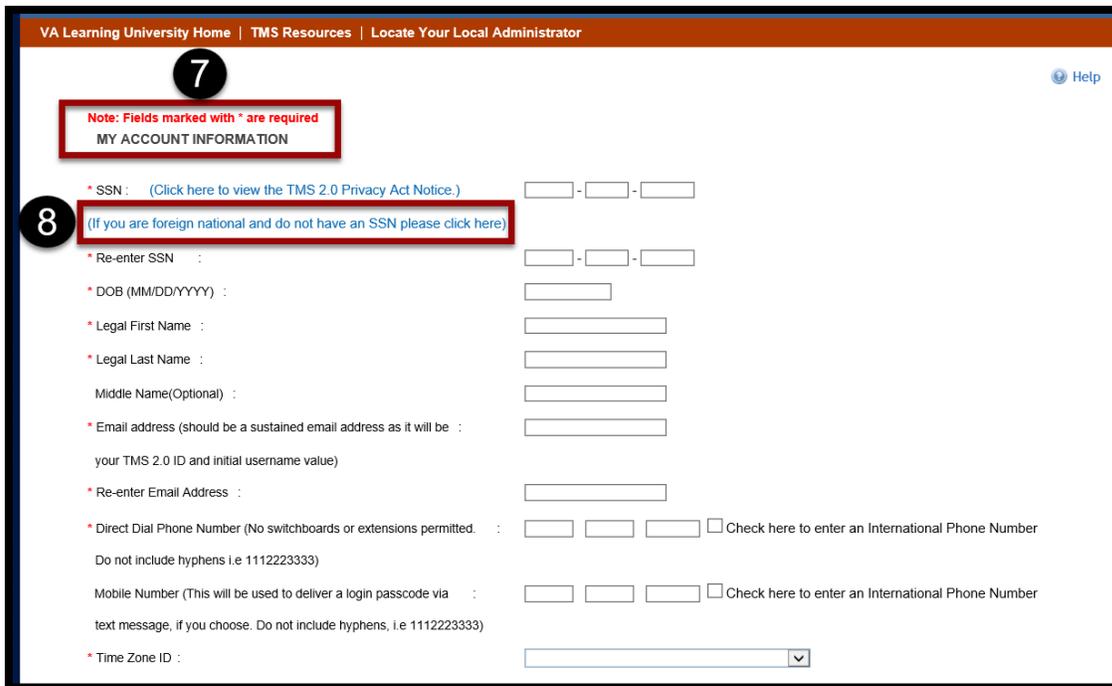
- Health Professions Trainee** (Health professionals in VA training programs, including WOC trainees)
- Volunteer** (those volunteering for VA)
- WOC** (those working for VA without VA compensation)
- Clinical Contractor** (medical professionals working for VA on a contractual basis)
- Contractor** (non-medical professionals working for VA who do so on a contractual basis)
- Veterans Service Officer** (non-VA employees that help Veterans with preparing, filing, and tracking a benefits claim through the VA system)
- DOD** (Department of Defense Civilian employees and Active Duty military personnel from any branch of the US Armed Forces)
- Federal Non-VA** (those holding positions in the Federal government, except the DoD and VA)
- Conference Attendee** (those attending a VA-sponsored conference)

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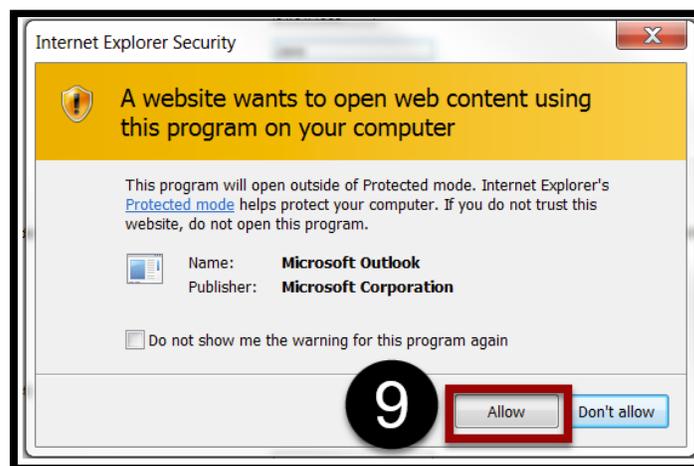
Back Next

Select: "Health Professions Trainee", for all students, interns, residents and fellows

7. On the **My Account Information** page, fill in all required fields as noted by the red asterisk. Be careful to type accurately when entering your social security number, e-mail address, and legal name.
8. If you are foreign national, select the **click here** link. If you are not, continue to step 12.

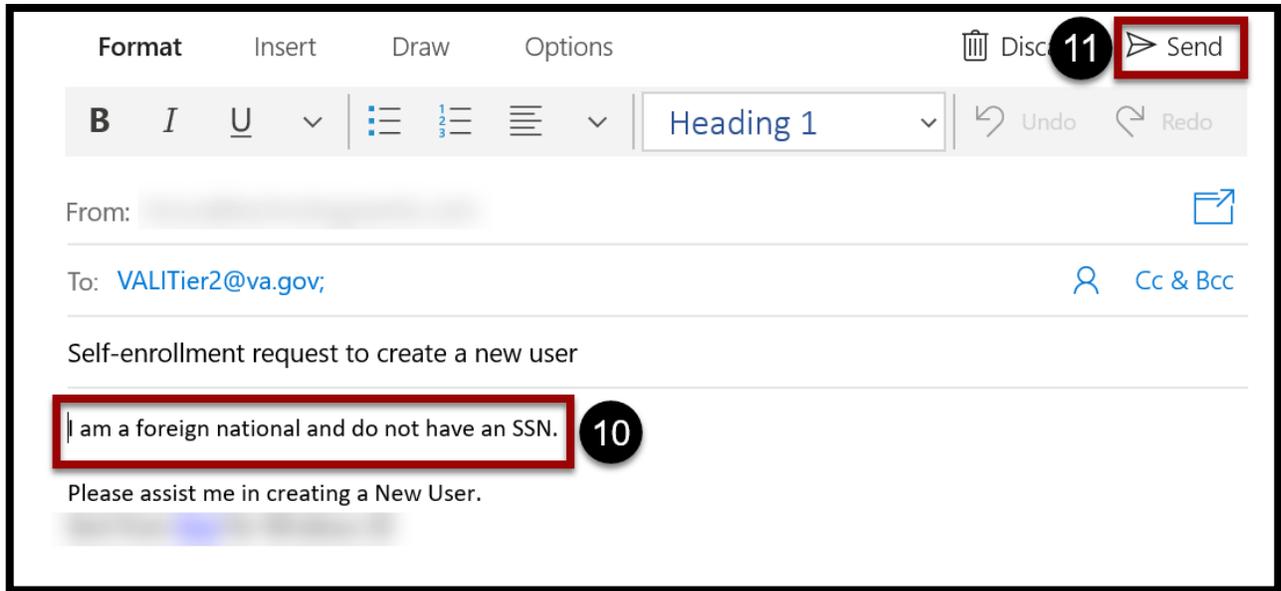


9. If there is a security pop-up, select **Allow**.



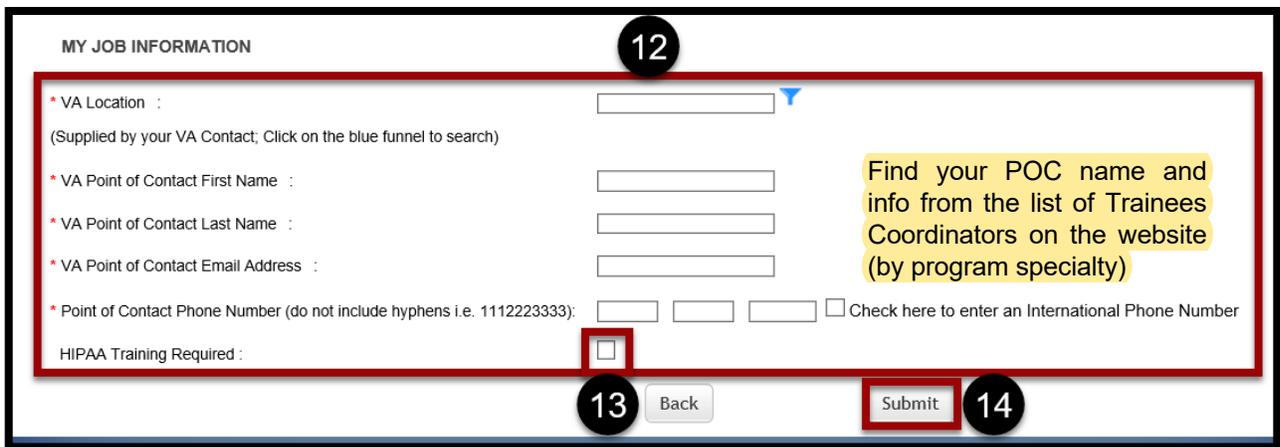
10. In the email pop-up, add any additional information to assist your Admin such as your name and contact information.

11. Select **Send**.



The screenshot shows an email composition interface. At the top, there is a menu bar with 'Format', 'Insert', 'Draw', and 'Options'. To the right of the menu bar are icons for 'Discard' and 'Send'. The 'Send' button is highlighted with a red box and a black circle containing the number '11'. Below the menu bar is a rich text editor toolbar with buttons for bold (B), italic (I), underline (U), bulleted list, numbered list, and indent. A dropdown menu shows 'Heading 1'. Below the toolbar are fields for 'From:', 'To: VALITier2@va.gov;', and 'Subject: Self-enrollment request to create a new user'. The main body of the email contains the text 'I am a foreign national and do not have an SSN.' which is highlighted with a red box and a black circle containing the number '10'. Below this text is the sentence 'Please assist me in creating a New User.' and a blurred signature area.

12. In the **My Job Information** section, fill in all required fields as noted by the red asterisk. Be sure to enter the data provided by your VA point of contact where appropriate. **Note:** The information required in the My Job Information may differ based on your user category. For instance, a Contractor will require different VA contact information than a Health Professions Trainee.
13. If you are required to take training on the Health Insurance Portability and Accountability Act (HIPAA), select the **HIPAA Training Required** checkbox.
14. Select **Submit**. If you've selected the wrong Employment Type, select **Back**.



MY JOB INFORMATION

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* VA Location : 

(Supplied by your VA Contact; Click on the blue funnel to search)

* VA Point of Contact First Name :

* VA Point of Contact Last Name :

* VA Point of Contact Email Address :

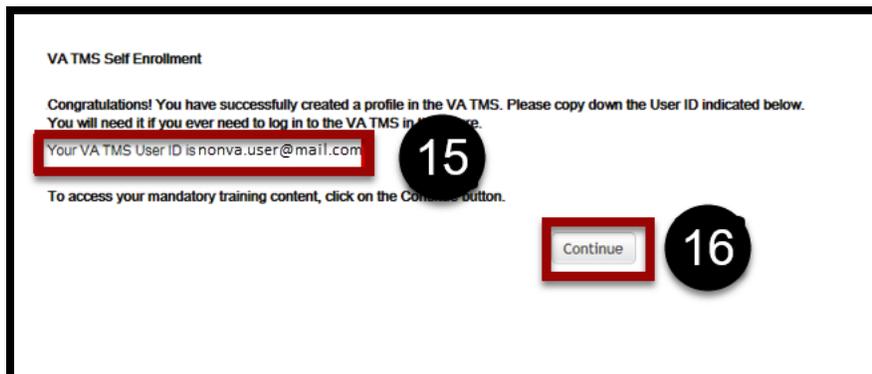
* Point of Contact Phone Number (do not include hyphens i.e. 1112223333): Check here to enter an International Phone Number

HIPAA Training Required :

Find your POC name and info from the list of Trainees Coordinators on the website (by program specialty)

13 Back 14 Submit

15. From the congratulations page, note your **VA TMS Username** for future reference.
16. Select **Continue**.



VA TMS Self Enrollment

Congratulations! You have successfully created a profile in the VA TMS. Please copy down the User ID indicated below. You will need it if you ever need to log in to the VA TMS in the future.

Your VA TMS User ID is nonva.user@mail.com

To access your mandatory training content, click on the Continue button.

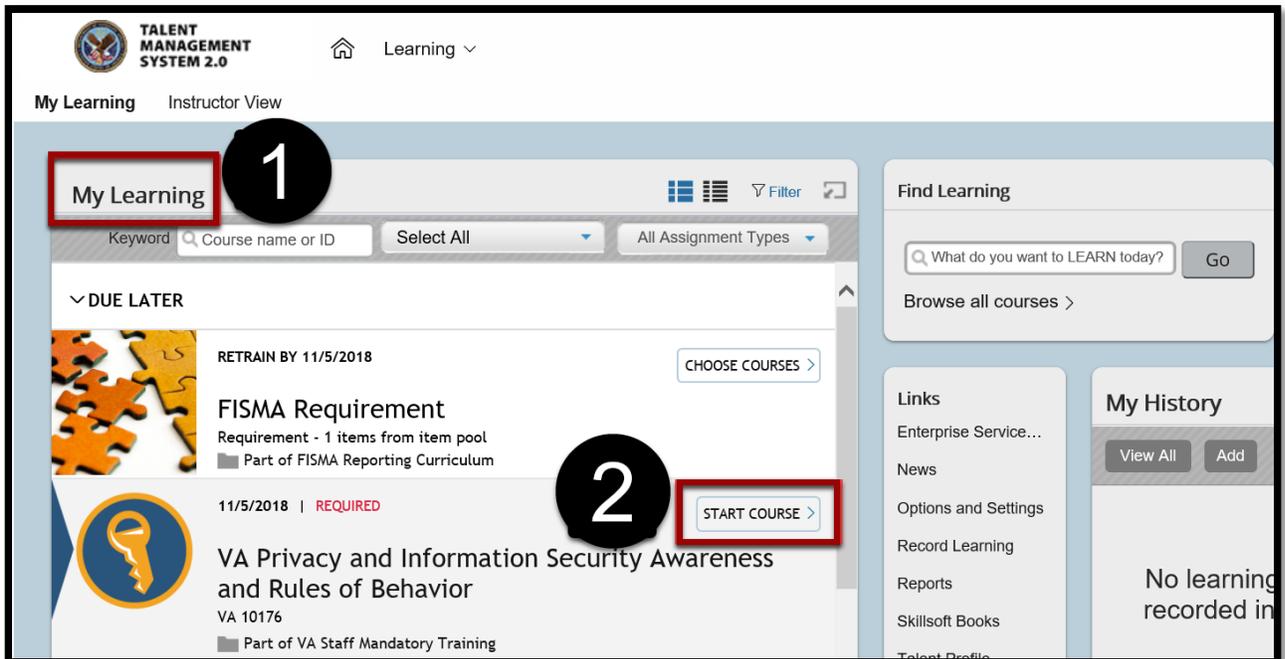
15

16 Continue



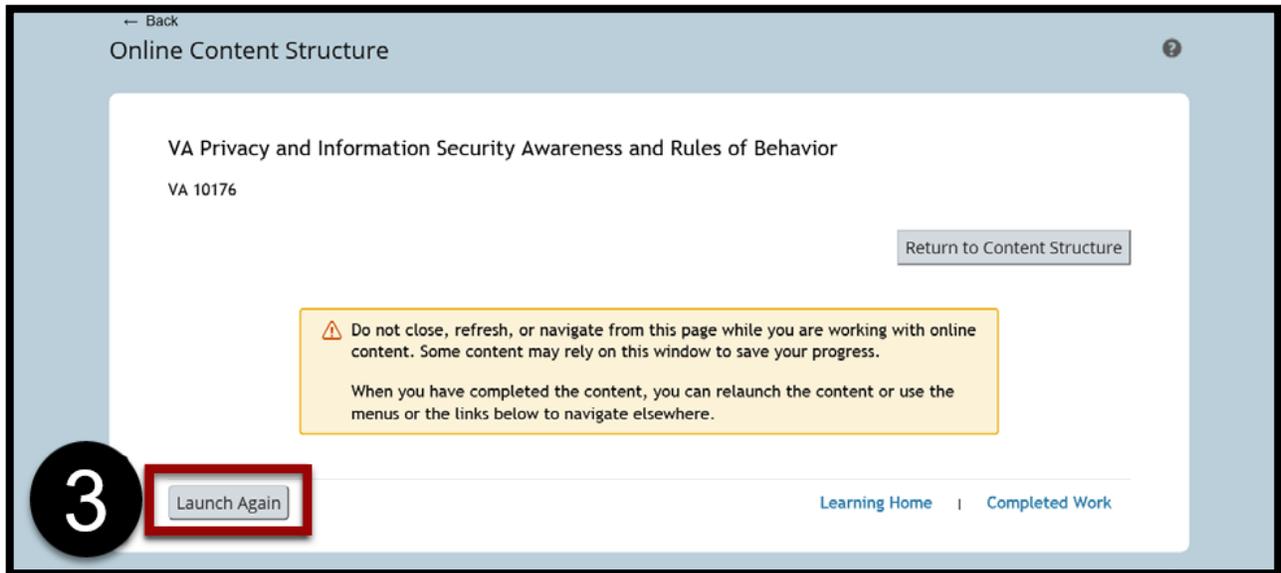
Complete Required Training

1. Select **My Learning**. **NOTE:** The required training courses now appear in the My Learning section. All new Non-VA Users must take the **VA Privacy and Information Security Awareness and Rules of Behavior**. If you selected the checkbox **HIPAA Training Required** in the My Job Information section, then the **Privacy and HIPAA Training** will appear and is also required.
2. Select **Start Course**.



The screenshot displays the 'My Learning' section of the TMS 2.0 interface. At the top, the 'My Learning' tab is highlighted with a red box and a circled '1'. Below the tab, there is a search bar and a list of courses. The first course is 'FISMA Requirement' with a 'CHOOSE COURSES' button. The second course is 'VA Privacy and Information Security Awareness and Rules of Behavior', which is marked as 'REQUIRED' and has a 'START COURSE' button highlighted with a red box and a circled '2'. The page also includes a 'Find Learning' search box, a 'Links' sidebar, and a 'My History' section.

3. In the Online Content Structure page, select **Launch Again**.



4. Complete the training as instructed.

NOTE: When you have finished the course(s), you may print completion certificates from the My History tile on your home page. You have successfully complete your required training.

TO ALL TRAINEES: SAVE A COPY OF YOUR "MANDATORY TRAINING FOR TRAINEES" AND "VA PRIVACY & HIPAA" CERTIFICATES. THESE ARE REQUIRED WITH THE PACKET YOU MUST SUBMIT TO YOUR SPECIALTY PROGRAM VA TRAINEE COORDINATOR.